King County	Department of Adult and Juvenile Detention Adult Divisions General Policy Manual	
	Chapter 1 **Administration and Personnel Management**	
1.02.006, Quartermaster and Inventory Control	Approved By:	Director John Diaz
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Purpose
To establish procedures to maintain the accountability of all Department and County owned property.

Policy
It is the policy of this Department to maintain an accurate inventory of all Department and County owned property.

References
DAJD Forms: Officer's Report (F-627)
Quartermaster Issue Form (F-687)
Firearm Issue and Return Form (F-684)

Definitions
Equipment Retrieval – Separation: The retrieval of all Department-issued property from personnel separating from the Department or changing job classifications.
Firearms Issue and Returns: Includes all serviceable and non-serviceable firearms issued and retrieved from Department personnel.
Initial Issue: All property issued to new employees.
Supplemental Issue: Additional property issued to employees for Department related purposes.

A. General Guidelines

1. For the adult divisions, Department property will only be issued from one location, the Quartermaster located in the Seattle Division, KCCF, Maintenance and Supply (M&S) office. Department property may be returned to/retrieved by either the Seattle division Maintenance & Supply (M&S) office, or the Kent Division Maintenance & Supply (M&S) office.
2. The Quartermaster is responsible for initial and supplemental issue as well as retrieval of all Department property and for maintaining the Quartermaster system.
3. Personnel will continue to exchange any worn or damaged property previously issued by the Quartermaster in Seattle from their currently assigned Division, with the exception of firearms.
4. Firearms will be returned directly to the Seattle Division Quartermaster or designee.
5. Department-issued property in need of replacement shall be submitted to the individual member's supervisor or Maintenance and Supply for inspection with a completed Officer's Report (F-627).

6. Employees will be personally responsible for replacing or paying for damages, including loss, caused by neglect or misuse to any county-owned or county-issued property.
7. Employees may receive an annual clothing allowance in accordance with their negotiated collective bargaining agreement.
8. New personnel will receive locker assignments from Maintenance and Supply after they receive their Division assignments.
9. New Corrections Officers will be issued the following property from the Quartermaster during New Employee Orientation.
   a. Department Badge
   b. 1 pair handcuffs and handcuff case
   c. Pepper spray and holster
   d. Radio holster and belt loop
   e. Keys: soft restraint, emergency response kit, waist restraint padlock and handcuff key.
10. Supervisors shall inspect worn and damaged property and approve or disapprove each return. Sign and forward the Officer's Report (F-627) to the chain of command who will forward the approved Officer's Report to the Administrative Captain and M&S Sergeant with any approved returned property.
11. Annual inventory reports will be forwarded to the Finance Manager, Facility Commanders and Majors at the end of each calendar year.

B. Quartermaster and Firearms Control

1. The Quartermaster is responsible for all firearms contained in the armory safe.
2. Uniformed staff members issued a firearm are responsible for loss of or damage to the firearm.
3. The Quartermaster shall attend an Armorer's course to ensure firearms handling protocols are followed during the issuance and retrieval of Department firearms.
4. The Quartermaster shall attend all semi-annual firearm qualifications and gun schools, to re-verify the inventory of issued firearms and the amount of ammunition used. At these trainings the Quartermaster shall verify all firearm serial numbers and property control numbers for the annual property inventory report. The annual Arms Report is due at the end of the calendar year.
5. The completed annual Arms Report shall be forwarded to the Seattle Division Major for review at the end of each calendar year.
6. The Quartermaster or designee shall be responsible for issuing and retrieving all firearms and other Department property.
7. Firearms that are non-serviceable because of a malfunction shall be turned in to the Quartermaster or a Department Firearms Instructor for repair.
8. Uniformed Staff returning their firearm for any reason shall complete and forward an Officer's Report (F-627) via the Chain of Command
9. Upon receiving a returned firearm, the Quartermaster shall:
   a. Have the uniformed staff member complete form F-684 and secure the firearm in a weapons lock box and the Quartermaster shall return the lock box to the armory safe.
   b. Note in the armory safe's log the serial number, property control number and who returned the firearm.
   c. A notation shall be made in the firearms inventory master list that the firearm was returned to the armory safe and the reason for the return of the firearm.
   c. Distribute copies of the completed Firearms Issue and Return Form to the firearm's chronological "smooth" log and the Officer's Quartermaster File.

The Seattle Division Maintenance and Supply Sergeant oversees the Quartermaster function.